

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 11, 2015**

**MINUTES**

**Call to Order**

Chairperson Diane Gordon called the meeting to order at 7:12 pm. Attending were trustees Adam Delmolino, Frank Murphy, Kathy Fennelly, Joyce Radochia, and Heather Calvin. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director. Sally Naish, chair of the Friends of Robbins Library and Adam Chapdelaine, Arlington Town Manager were also in attendance.

**Approval of Minutes**

Trustees reviewed the minutes of the October meeting. KF moved for the approval of the minutes amended. AD seconded the motion; the board approved unanimously.

**Town Manager Adam Chapdelaine (Budget recommendations & Library parking)**

On behalf of the Trustees, AD thanked Mr. Chapdelaine for previous budget asks: additional technology staff, Summer Saturdays and expanded weekend hours, and the full time Adult Services Position. The part-time technology librarian has greatly expanded the accomplishments of the Technology department, freeing up the Head of Technology for additional projects. The Board thanked Mr. Chapdelaine for the early FY16/FY17 request for the restoration of a full time Adult Services Librarian position. While not seeking for FY17, expanded weekend hours are a long term priority for the board, supported by the activity seen on Saturdays through checkouts and door counts. AD reviewed the Board's FY17 and beyond funding priorities: restoration of Thursday morning hours and increased hours for the Circulation Department. Arlington's circulation is very high compared to neighboring libraries. Circulation of Children's materials is 9th in state, attendance at children's programs is 6th in state, total circulation for all materials 9th in state. FM spoke of the state initiative to restore children's librarians to the schools. AD brought up feedback in the Vision 20/20 plan for weekend services especially for working families with children in the community, a population that is increasing, which HC confirmed. The request for additional Circulation staff hours due to success and demand of patrons. Increases in paging lists and reserves limit requires more of the circ staff time away from the desk. AN expressed that RFID hasn't quite fully realized its efficiency, as not all libraries in Minuteman have RFID technology required circ staff to operate two systems.

AC offered a brief response to AN's request last month for the AS position, and expressed its priority for future funding.

**PARKING**

AC reviewed the plan approved by the Board of Selectman of metered parking in lots and on street. Library parking was considered for turnover and asset management. DG inquired about what the

previous plans were at controlling parking. AN expressed the challenge of parking, as a barrier for access. HC inquired if the meters would be both coin and card operated, and AC confirmed they would be. JR and DG inquired about signs displaying time limits for parking. HC asked for 2 free 15 minute parking for running in and out. AD said that metering fundamentally supports access, as it requires turnover. HC expressed concerns about time limits on the lots and potential abuse. AC shared that the Whittemore Robbins lot would be unmetered and that all the meters are all software driven and flexible. AD asked about the difference of the Whittemore Robbins lots and the Library lot, and whether or not patrons would be aware of the difference. JR expressed interest in keeping the library lot free. HC expressed concern that the Mass Ave and lot parking changes would trickle down to the library parking lot. FM and HC inquired about staff parking and how that would be impacted by the meters. AC expressed concern about providing free parking to municipal employees as to give a benefit not afforded to residents. DG summarized that the Board felt metered parking is okay, with two very short term spots. AN offered that all metered spots have the first 15 minutes free. The Board accepts to metering, with the details to be worked out later.

### **Communications**

No communications received.

### **Community Time**

Sally Naish, Friends of the Robbins Library Chair, was present to discuss a recent bequest for \$100,000 to the Friends of Robbins Library. FORL would like to spend it quickly however there are no projects awaiting funding. FORL will use the funds towards upcoming capital projects. SN invited FM to a future meeting to discuss investment options. SN expressed the FORL would like the use of the funds to be significant, and not with several smaller purchases.

### **Director's Report**

AN brought attention to the new bike racks funded by FORL which DPW is installing. Noises in the ceiling are gone due to a new pressure valve. FY17 Capital requests include additional laptop vending machine, computer upgrades, a moisture barrier for the roof, and new elevator. AN called attention to the reclassification of Aimee Villet's position to Teen Services Librarian. First Annual Staff Development Day is on Friday November 20 and Robbins will be closed. FM inquired about the space planner consultant hiring process. FM said this might helpful to see previous RFPs to make changes before it went out to bid. HC was interested in the Overdrive numbers, and requested more data to understand a large picture for ebooks.

### **FY17 Budget Review**

AN reviewed the FY17 budget, which would be a level funded budget for library expenses. DG inquired about energy and heating fuel expenses and concerns about going over budget.

### **Community Room Renovation**

AN reviewed the initial request, and requested additional funds. SN asked about the cabinets in the back of the room. AN said the cabinets would be removed. Reasonable accommodations could be made for the items being stored, including a proper AV cabinet. This space will be used for the storage

of the chairs. KF made a motion to fund \$23,000 from Barry Fund for Community Room Renovation. JR seconded. Board approved unanimously.

### **Holiday Luncheon**

AN cordially invited the Board to the luncheon, funded by the Board of Trustees, on Monday December 14 at 12:00 p.m. AN presented a budget from the Holiday Luncheon committee and asked for \$1000 to fund the luncheon. This is an increase over previous years. KF made a motion to fund the holiday luncheon and FM seconded the motion. Board approved unanimously.

### **Foundation Liaison Update**

KF reported on the upcoming annual appeal which will be mailed shortly. Foundation also granted Library an additional \$10,000 for econtent for FY16.

### **Friends Liaison Updates**

JR reported that Books in Bloom was fantastic! AD reported that the Friends of Fox (FOF) are excited about Wednesday night programming including, poetry reading, ebook class, mystery writer, and scrabble night. FOF also discussed Saturday hours, the condensation on pipes and an interest in increasing program engagement.

### **Unanticipated Items**

KF attended a conference for historical societies and submitted appraisal information for AN's review. HC requested that an agenda item be added for discussion around the print collection strategy. AN would work with a Trustee Committee to decide next steps.

### **Date of Next Meeting**

December 8 is the next meeting in the Children's room.

### **Adjournment**

FM moved adjournment. KF seconded the motion. Adjournment was approved unanimously.

### **Materials Distributed:**

- Meeting agenda
- October meeting minutes
- October Director's Report
- October 2015 Circulation Statistics
- FY17 Budget Overview
- Robbins Library Community Room Renovation